



## **MRC Job Posting**

**POSTING DATE:** October 4, 2011

**JOB TITLE:** Clubhouse Unit Manager - Pathways

**HOURS:** Full-time, 40 hours/week

**REPORTS TO:** Program Director, Pathways Clubhouse Program

**JOB FUNCTIONS:** Assists the Program Director with organizing and directing services in accordance with MRC's policies and procedures, goals and objectives, and in accordance with Community Mental Health, CARF, and other applicable standards. Provides services for a caseload of members.

### **DUTIES:**

#### *Clinical Supervisor Duties*

- Assist the Program Director to develop clubhouse and employment programs based on shared member/staff responsibilities and member needs.
- With others, develop a vision of quality for the Pathways program.
- Assist in determining desired program results based on customer needs, benchmarks, and demands of the marketplace.
- Provide support to teams to determine methods to achieve desired results.
- Determine critical data and develop systems for collection and reporting.
- Make hiring recommendations for positions supervised. Orient, train, and develop staff regarding clinical issues for people with mental illness, including symptoms, medications, and interventions. Assist with development and updating of job descriptions. Perform regular staff evaluations.
- Provide regular feedback and support to staff. Motivate staff to take desired actions, stimulate creativity and independent problem solving. Provide leadership for staff recognition and activities to promote teamwork.
- Develop and maintain staff and member schedules and clubhouse structure. Provide oversight on a daily basis to ensure all program gaps are covered, and fill in where needed.
- Provide initial and ongoing training in clinical recordkeeping. Perform or arrange for reviews of clinical records to ensure compliance with requirements.
- Work with Program Director to identify training needs and arrange for appropriate training opportunities.
- Understand processes for authorization, billing, and reimbursement and assist with problem solving.
- Coordinate with other agencies that serve Pathways members, raise issues, advocate, and problem solve to achieve the best possible results for members.
- Assist Program Director in informing staff about MRC's mission, long-range plans, and desired results.
- Offer day-to-day support and consultation to members and staff to implement the clubhouse model. Learn the Fountain House Clubhouse model and stay up-to-date about current trends in psychosocial rehabilitation.

- Assure that appropriate processes for intake and orientation are followed and that potential members are offered individualized opportunities to engage with the clubhouse.
- Work in units, job coach, lead crews, provide outreach and/or social recreational activities as necessary.
- Assure that work is carried out in accordance with all applicable CAREF, DCH, Medicaid, DOL, OSHA, ADA, and other local, state, and federal regulations and MRC policies and procedures.
- Make recommendations for MRC policies. Develop and routinely update Pathways procedures and processes.
- Be responsible for assigned budget line items, assuring that expenditures occur according to plan.
- Assist with public relations, legislative education, and community relations as requested.

*Primary Worker Duties:*

- Carry a member caseload. Support clubhouse members to discover personal strengths, resources, and needs in selecting personal growth and career path objectives.
- Facilitate members' skill development in personal problem solving, social interaction, communication, symptom management, confidence building, and career path development.
- Assist assigned members to write measurable objectives consistent with their choices and assist them to self-monitor and record progress. Participate with assigned members in service team meetings and support them to assume leadership for the meetings.
- Maintain a strong team relationship with assigned members and case managers. Assist members to report progress or to involve case managers in problem solving as needed.
- Maintain up-to-date knowledge about each assigned member's psychiatric history, patterns of decompensation, health issues, medications, and side effects.
- Assist members with self-advocacy to obtain services or in other problem solving outside of the clubhouse.
- Respond to emergency situations with prevention techniques when possible or intervention as needed.
- Regularly drive own car or clubhouse van to provide transportation for members as needed.
- Assure compliance with health and safety protocols.
- Assure that recipient rights and confidentiality are protected in accordance with agency policy and the Mental Health Code.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Minimum of a Bachelor's Degree in a human services field plus 2 years related experience providing services in the mental health field, or six years of equivalent education and experience.
- Demonstrated success working with persons with mental illness including but not limited to skills in clinical leadership, consultation, and training required. Extensive knowledge of mental illness, medications and symptoms required. Comfort with member-empowerment strength-based program required.
- One year of supervisory experience strongly preferred
- Experience with psychosocial rehabilitation programming and philosophy is preferred.
- Excellent human relations and oral communication skills required. Excellent written communications skills required for reporting, grant proposals and training materials.
- Analytical skills necessary to read and understand budgets, policies, procedures, clinical service plans, research reports. Ability to produce narrative reports from raw data required.
- Knowledge of Microsoft Access preferred.

- Valid Michigan driver's license and good driving record required. Availability of licensed, insurance vehicle for use on the job required.
- Drug, criminal record, and recipient rights screenings are required for this position.
- Must be able to work occasional weekends, evening and holidays as required.

**WORKING CONDITIONS**

- Must be able to tolerate extreme hot, cold and humid conditions.

**PHYSICAL REQUIREMENTS**

- Physical ability to lift a minimum of 25 pounds, transport, and operate equipment used in unit required.
- Physical ability to work standing for long periods of time and walk, bend and stoop.
- Must be able to meet intervention certification requirements (MANDT)

**PAY RANGE: \$27,373 – \$41,080**

**TO APPLY:      TO APPLY:      Send resume or complete application form and return to:**  
**HR Manager**  
**MRC Industries, Inc.**  
**2538 S. 26<sup>th</sup> Street**  
**Kalamazoo, MI 49048**  
**[hr@mrcindustries.org](mailto:hr@mrcindustries.org)**  
**\*applications may be printed off MRC's website at [www.mrcindustries.org](http://www.mrcindustries.org)**

**DEADLINE:**      Wednesday, October 19, 2011 at 5:00pm